

HMC Bylaw Committee Notes

June 24, 2021

Zoom

Carl, Jed, Scott, Steven, Kari (notes)

Carl called the meeting to order at 5:02pm. There were no community comments.

Carl reported he has more work to do on a summary of the bylaws revisions for members. Jed reported that he has an initial draft of the FAQ questions and some notes from a meeting about hybrid meetings.

Scott reported that he spoke with someone about the Unitarian Church's meeting by Zoom in which voting was conducted. The meeting and voting went smoothly. Two people were used to tally votes. About 120 people voted. We need more information about logistics of voting. Scott will try to get more information about the vote.

Kari reported that staff are researching possible venues. He shared notes from his conversation with Jen Porrier about her experience with hybrid meetings at Vermont State Colleges. Audio/visual equipment is going to be key in terms of having participants in both venues feel connected. We need to find someone with more experience to guide us. Kari also had a conversation with Eric Jacobson and clarified that a mailing to members warning the special meeting will be required which Eric found helpful.

Jed shared his conversation with Cindy Delaney who felt we will be able to use Zoom for a hybrid in-person/remote meeting. It is necessary to hardwire and not rely on wifi. They encourage in-person attendees to bring their laptops and engage both ways (but need to avoid feedback). Use two cameras, one for speakers. Invest in sound capabilities, use a roving mic. You should have two moderators (in person and remote) who are well coordinated. It is important to monitor closely voting and moving between speakers. Recommend ORCA to manage production. Regular staff can run these meetings with a degree of training and experience although you can hire consultants. Delaney Marketing may be able to advise us; she is very flexible with possible arrangements.

Steven advocated for rehearsals. We discussed how those might work.

The moderators will be key to manage the conversation. It will be important that they know Robert's Rules. We should have a parliamentarian available for most difficult issues.

A fixed microphone might be useful. We might alternate between in person comments and remote. We may also want to alternate pro and con comments. A remote mic is important for accessibility. There are special cameras that are used with Zoom in classrooms.

Kari suggested staff draft a plan that Cindy could respond to.

Jed asked for feedback on his draft FAQ questions.

Next meeting: Thursday July 8 at 5:00pm Kari will be away, Rowan will host zoom and take notes